

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000082
2. ISSUANCE DATE:	October 5, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	October 19, 2017 no later than 16:30 Kabul time
4. POSITION TITLE:	Economic Program Analyst (Monitoring & Evaluation)
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions. The contract and extensions cannot exceed 5 years.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	Open to US Citizens and Third Country Nationals*
9. SECURITY LEVEL REQUIRED:	The successful applicant shall be required to obtain a Secret level security clearance (if U.S. Citizen) or Moderate Risk Public Trust certificate (if Third Country National or U.S. Resident Alien), as a pre-condition for employment.

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

USAID/Afghanistan's Office of Economic Growth (OEG) is recruiting for an Economic Program Analyst (Monitoring & Evaluation) who will serve as the lead monitoring and evaluation expert. Reporting directly to the Deputy Director in the Office of Economic Growth the incumbent provides substantial assistance to effectively organize information for performance monitoring; analyze OEG's complex portfolio with an overall budget of \$630 million with over 25 active and planned awards providing recommendations to the OEG Office Director, Deputy Director, and OEG team leads. The incumbent also communicates the success of OEG to the appropriate audiences.

In this position, the incumbent is responsible for providing support in all aspects of performance management, program strategy design, strategic field oversight, coordination of field performance monitoring activities, management of information systems and Mission required performance reports for OEG.

The incumbent coordinates all performance monitoring and evaluation activities with Contracting and Agreement Officers Representatives (CORs and AORs), On-budget Monitors, and Activity Managers to ensure implementation of the Mission's Multi-tiered Monitoring Approach and compliance with Afghan Info and other similar management

*Please see Section 11: Area Of Consideration

information systems. In performing these tasks, the incumbent interacts with implementing partners' project managers, Monitoring and Evaluation (M&E) representatives, advisors, and host country counterparts. It is therefore essential that the incumbent have outstanding knowledge of the multi-tiered monitoring data triangulation from different stakeholders which is the model currently being implemented in Afghanistan.

The incumbent provides in-depth technical and administrative support in areas of costing/financing, economic analysis, economic focused growth trends and strengthening activities in the public/private sectors. The work of the incumbent requires patience, persistence, and continual fact checking, understanding of economic patterns, gathering of up-to-date information and updating of all materials.

The incumbent researches, writes, and edits USAID situation reports (such as briefing papers) based on information collected from USAID technical offices, implementers, reports, meetings, and other sources. Prepares status and other reports and memoranda regarding problems, and corrective actions. Reports shall be of sufficient scope so as to be useful in fully monitoring the progress of activities. Where problems are noted, the incumbent will recommend corrective actions

The incumbent prepares, checks, revises, and shares timely and accurate information concerning OEG activities, including fact sheets, project briefs, lessons learned, success stories, presentations, and other public information material in print, PowerPoint, maps, audio, video and HTML formats. Materials must be written in clear and concise English, and prepared with both the media and general audiences in mind.

The incumbent also assists in consolidating written responses to time-sensitive taskers for a variety of Mission, Embassy, and USG audiences, and plays a critical role in building OEG capacity in program performance monitoring functions.

Successes will be communicated to Government of Afghanistan (GoA), media, USAID/Washington, implementing partners, and the general public. USAID/Afghanistan has a highly complex and dynamic monitoring and evaluation portfolio.

This position requires substantive situational assessment, interpretation, judgement, and strong decision-making skills, staying abreast of political, social, and economic developments which may affect USAID activities, and identifying and assessing the importance and impact on USAID programs.

2) Statement of Duties to be Performed:

In this position the incumbent supports the OEG on a wide variety of responsibilities including:

1. Serves as the M&E team leader in the Office of Economic Growth.
2. Serves as the main point of contact in Monitoring and Evaluation (M&E) tasks, and is responsible for planning, coordinating and reporting of evaluation and monitoring activities.
3. Provides advice on performance management and field oversight on technical and strategy issues; program design quality control, performance planning, implementation and monitoring project/program effectiveness.

4. Liaises with other Embassy staff and the host Government, and ensuring the Offices follow USAID performance management and evaluation policies and procedures.
5. Assists the office leadership in preparations for high-level USG visitors. Provides oversight on preparation of high-quality briefing materials, scene setters, and meetings/briefing with partners.
6. Assists and guides Project Managers and USAID implementing partners on the development, fine-tuning and revisions of activity level monitoring and evaluation plans (AMEP); provide guidance on performance indicators and log frame development, the Mission's monitoring strategy and policy, statements of work for third party monitoring and evaluations, Afghan Info data calls, Data Quality Assessments (DQAs), Performance Plan and Report (PPR) and Portfolio Reviews.
7. Provides technical leadership on the design, implementation, monitoring and evaluation of activities and works to ensure that partners meet their performance targets in accordance with agreement or contract requirements.
8. Advises and works closely with all office staff – US Direct Hires, US Personal Services Contractors (USPSCs), Third Country Nationals (TCNs), Eligible Family Members (EFMs) and Cooperating Country Nationals (CCNs) on all aspects of performance monitoring. Communications, countdown meetings, costing, cost projections tools, resource allocation and resource generation. Manages and coordinates data collection related cost financing, cost effectiveness and cost benefit analyses.
9. Liaises with the Office of Project and Program Development (OPPD) through monitoring and evaluation backstops and the Mission assigned program economist. Attends strategic planning meetings, assists with refinements to the Mission's Performance Monitoring Plan (PMP) and other strategic documents. Coordinates all external evaluations and Data Quality Assessments.
10. Identifies, analyzes and prepares public information materials; reporting program results and performance indicators in a manner that can easily be understood by external stakeholders and the general public.
11. Conducts cost financing research, data collection and analysis; designs sound monitoring and evaluation methodologies; provides illustrative studies and research that includes evaluation of specific economic growth programs leveraging private sector resources, costing of private and public sector services, translate research findings and recommendation into best practices and policies that constructs sound and economically appropriate programming.
12. Develops and/or applies appropriate risk assessment instruments to ensure that risk is shared appropriately between potential partners and USAID;
13. Provides technical oversight on his/her assigned programmatic activities, ensuring performance indicators are tracked accurately and used to revise strategy as necessary. Incumbent coordinates with other members of the office to ensure data submitted on activates are complete and consistent for reporting in annual report, portfolio reviews, annual budget, pipeline analysis and other required reports.
14. On a regular basis reviews and tracks host country sector expenditures, identifies and proposes concrete actions (e.g policies, reorganization, training etc) to address sector needs/gaps.
15. Updates OEG and OI staff of current events in Afghanistan that impact activities or cooperation. Conducts consultations with field implementing program officers, activity managers, and other stakeholders and tracks issues. Collects, analyzes and

synthesizes information to inform and strategically guide program planning and performance management/oversight effort.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

This position sits in the Office of Economic Growth and is directly supervised by the Deputy Office Director within OEG. The supervisor assigns work in terms of project objectives, priorities and provides consultation in order for the employee to make sound recommendations. Incumbent works with considerable independence and receives general review/guidance. The work of the employee is evaluated on the overall accuracy, feasibility and compatibility to the Agency's programs and the available regulations.

5) Supervisory Controls:

This position will provide direct mentoring and coaching of the Cooperative Country National staff.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3 a "...USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy." For more information on use/hiring of PSCs please see USAID policy guidance highlighted in ADS 309.3.3.

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to attain a Secret security clearance or Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National Personnel Service Contractor (TCNPSC). “Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Bachelor’s degree in economics, statistics, management, business administration, development studies or a related social science is required. (Educational requirement must be met at the time of application for the subject position.)
- b) Work Experience:** A minimum of eight (8) years of progressively responsible experience in managing performance monitoring and evaluation of economic growth and development programs; data validations; planning; quality controls; qualitative and quantitative statistical data sampling; information analysis; design and implementation of assessments; developing analytical reports; conducting survey/field research. Experience and familiarity with the Multi-Tiered Monitoring Approach in economic development programs is required. (Work experience requirements must be met at the time of application for the subject position.)

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the

application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specific and accurate experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Demonstrated ability to analyze and carry out performance and impact evaluations, cost benefit and economic impact analysis. Demonstrated ability to assess program effectiveness and efficiency.

FACTOR #2:

Demonstrated ability and skills to interpret economic information, policies and development strategies. Demonstrated ability to make cogent arguments clearly and succinctly in written and oral presentations or other means to communicate effectively.

FACTOR #3:

Demonstrated ability and skills to work effectively as a member of a multi-cultural team as well as establish and maintain working relationships with all support and technical offices.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1	20 points
Factor #2	10 points
Factor #3	10 points

Interview Performance 60 points

Interview questions will revolve around the following areas:

- Quickly integrate into the Program Management Unit and successfully provide support to both OEG and OI management,
- Ability to evaluate, develop and execute effective performance monitoring plans,
- Ability to handle a wide variety of situations and conflicting issues requiring the use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively and efficiently.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000082-Economic Program Analyst (Monitoring and Evaluation)** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: <https://www.usaid.gov/documents/1861/uspssc-application-form-cover-form-and-form-aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The

applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"**

available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the **"Standards of Ethical Conduct for Employees of the Executive Branch,"** available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.